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Natural Resources and Environment (NRE) – Forest Service

Designation of Contracting Officer's Representative (COR)

To Name: _____

To Address: _____

Contract No.: _____

Unit: _____

Project: _____

Contractor: _____

You are delegated the responsibility and authorized to perform the function of Contracting Officer's Representative (COR) on the above contract. This delegation is effective for the period from _____ to _____

Your major duties and responsibilities are:

1. Communicate to the Contracting Officer (CO) any recommended / requested changes that may result in a modification to the contract and provide supporting / necessary documentation to the CO.

2. Monitor contractor performance by evaluating actual performance processes and outputs against pre-determined goals. Recommend any necessary action to the CO.

3. Monitor contractor performance by evaluating actual performance processes, workflow requirements, and outputs against pre- determined goals.

4. Recommend to the CO any necessary action related to delays in contractor performance or the need to stop work under the contract.

5. Assist the CO with reviewing cost estimates, schedules, and other submittals for technical adequacy.

6. Monitor and process invoices, report any discrepancies in invoices to the CO, and provide documentation to support the representation.

7. Monitor and verify contract schedule compliance and anticipated schedule delays, contract technical performance and compliance with terms and conditions of the contract and communicate them to the CO in an efficient and timely manner.

8. Understand your roles and responsibilities as a COR with regards to improving vendor communication in accordance with USDA Contracting Desk Book 401.602-2

9. Perform contract surveillance and ensure contractor's compliance with safety, health, and environmental issues.

10. Perform on-site inspections, conduct employee interviews, and review contractor payrolls for construction contracts to ensure contractor compliance with applicable labor standards.

11. Promptly notify the CO of any problems associated with labor requirements and employment eligibility of contractor employees (E-Verify) in accordance with FAR 22.102 and 22.18.

12. Ensure compliance and completion by the contractor of all required operations, including the preparation of any forms. Maintain documentation of all inspections performed including disposition of the results.

13. Serve as Primary Assessing Official Representative and enter contractor performance data into the Contractor Performance Assessment Reporting System (CPARS) at prescribed intervals, in accordance with FAR Subpart 42.15 and USDA Contracting Desk Book 442.70

In accordance with the Federal Acquisition Regulation (FAR) Part 1.602-2(d):

1. Only the CO can delegate authority under this contract.

2. You have no authority to make any commitments or changes that affect price, quality, quantity, delivery, or other terms and conditions of the contract.

3. You may not redelegate your designated authority to another person.

4. You may be personally liable for unauthorized acts.

_____ _____ _____

Contracting Officer's (CO) (Print or Type) **CO signature** **Date**

By signing below, you acknowledge your appointment and indicate your understanding of the responsibilities outlined in this letter.

Contracting Officer Representative's (COR) (Print or Type) **COR signature** **Date**

CC: Contractor and Contract File

Updated 7/3/24. Older versions are obsolete and should not be used.